



CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FORENSIC SERVICES
PHYSICAL EVIDENCE BULLETIN



PHYSICAL EVIDENCE CHART - COLLECTION AND PRESERVATION

This chart is not intended to be all inclusive. If evidence to be preserved is not found herein, consult the specimen list for an item most similar in nature and submit accordingly. In any instance wherein the officer is in doubt as to appropriate procedures to observe, consult or defer to Crime Laboratory personnel assigned to crime scene investigation.

| SPECIMEN | IDENTIFICATION | SAMPLE AMOUNT DESIRED | SPECIAL PRESERVATION METHODS | PACKAGING | PHYSICAL EVIDENCE BULLETINS |
|--|---|--|---|---|---------------------------------------|
| Abrasives, including carborundum, emery, sand, etc | On outside of container. Type of material, Date obtained, Officer's name or number. If possible, the case number | 1 tsp. To 1 oz. | None | Use container such as pill box, powder box or paper bindle. Seal to prevent loss. | PEB # 9 (Rev 12/98) (Glass) |
| Acids | Same as above Mark "CORROSIVE" | 1 tsp. To 6 oz. | Should not be sent through mail. Extreme caution in handling. | All in glass bottle. Use plastic stopper/ Cap. Tape-seal stopper/cap. | PEB #10 (Rev 12/89) (Volatiles) |
| Adhesive tape | On outside of container. Type of material, Date obtained, Officer's name or number, case number | 1 ft. or all. Make sure to send end piece. | Caution regarding fingerprints or trace evidence (fibers, face powder). | Suspend between supports or place on waxed paper. DO NOT BALL UP. | |
| Alkalies – caustics, soda, potash, ammonia, etc. | Same as above Mark "CORROSIVE" | 6 oz. Liquid 6 oz. Solid | Should not be sent through mail. Extreme caution in handling. | See above in "Acids" | PEB #10 (Rev 12/89) (Volatiles) |
| Ammunition | On outside of container. Type of material, Date obtained, Officer's name or number, case number | Six to all | Should not be sent through mail. Handle carefully – possible latent prints. | Packed in tissue, soft paper or cloth in small box. | PEB #12 (Rev 12/84) (Firearms) |

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|---|--|--|--|--|---|
| Anonymous letters, extortion letters | Place in paper envelope seal with evidence sticker. Place date and officer's mark on sticker. | All | Do not handle with bare hands. | Wrap securely. Place in manila envelope. Do not fold. | PEB #17 (Rev 4/99) (Latents) PEB # 19 (Rev 4/99) (Ques.Docs.) |
| Arson debris | Label as to origin and collecting officer. Note if odor present or if reading on hydrocarbon sniffer. | Up to 1 pt of suspected accelerants. All (up to 2 qts of debris) | Do not send petroleum products through the mail. | Seal in clean empty paint can or glass jar. Fill container if possible. | PEB #10 (Rev 12/89) Volatile Flammables |
| Blasting Caps | As advised on lab consultation. | Call laboratory | Do not bring to laboratory or send through mails. | As advised on lab consultation. | |
| Blood: Liquid | Use adhesive tape on vial. | 1 vial | Use sterile tube only. Use EDTA or heparin tube or if no preservative, refrigerate. | Wrap in tissue or soft paper. Place in strong cardboard box. | PEB #2 (Rev 7/6/98) (alcohol analysis) PEB #4 (Rev 1/97) (blood for typing) PEB# 7 (Rev 1/97) (sex cases) |
| Bullets (not cartridges) | DO NOT MARK BULLET. Place bullet in container per instructions, <u>seal</u> and label container, Make bullet sketch in your notes. | All | Air dry if bloody. Do not lose adhering fibers of debris. | Place in soft tissue or paper, <u>not</u> in cotton wadding. Secure in pill box or match box. | PEB #12 (Rev 12/84) (Firearms) |
| Cartridge cases | Same as bullets | All | None. Possible latents. | Same as above | PEB #12 (Rev 12//84) (firearms) |

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|--|---|--|--|--|---|
| Charred or burned paper | On outside of container indicate type of material date obtained, officer's name and number. | All | Pack loosely on soft cotton. Should hand carry to Questioned Documents Section. | Pack in rigid container Mark "Fragile". | PEB #19, (Rev 4/99) (Ques. Docs) |
| Checks or other similar documents | See anonymous letters | All | Handle carefully. Possible latent prints. | Package between cardboard sheets and label. | PEB #19 (Rev 4/99) (Ques. Docs) |
| Check Protector | Place officer's mark on sample impressions. | Obtain several copies in full word-for-word order of each questioned check-writer impression | Handle carefully. Possible latent prints. | Tag and place property. | PEB #19 (Rev 4/99) (Ques, Doc.) |
| Clothing | Mark directly on clothing in waist band, pocket, or coat collar, officer's initials & badge number. | | If clothing is wet with blood hang to air dry before packaging to prevent putrefaction, do no ball up; fold neatly with clean paper between folds and refrigerate if possible. | Each article individually wrapped in paper bag with identification written on outside of package. Place in strong container. | PEB #4 (Rev 1/97) (blood type) PEB #9 (Rev 12/98) (Glass) PEB #13 (Rev 8/89) (soil) |
| Drugs: a. Liquids b. Powders, pills and solids | Mark bottles, and fully label. | All | None | Seal in evidence envelope. | |
| Dry blood stains | On outside of pill box. Type of specimen, date, officer's name and number. | As much as possible. | Keep dry. Do <u>not</u> use plastic baggies. Refrigerate if possible. | Sealed to prevent loss of scrapings | PEB #4 (Rev 1/97) (blood type) |

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| Explosives | C A L L A B O R A T O R Y | | | | |
| Glass fragments | On outside of container. Type of material, date, officer's name and number. | 1" square from each source. All of auto-mobile lamp, bulb, filaments. | Keep evidence separated from sample. | Pill box, paper bindle or cellophane bag. Pack and seal to avoid movement in container. | PEB #9 (Rev 12/98) (Glass) PEB #3 (Rev 12/98) (light filaments) |
| Hairs and fibers | On outside of container type of material, date, officer's name and number. | Various loose combings, separate clumps of 15-20 closely cut pubic or head hairs from various areas. | Call laboratory for specific recommendations. | Pill box, paper bindle, cellophane bag. Seal | PEB #6 (Rev 1/86) (Hair)) |
| Metal | Same as above | One pound or all tools | Keep from rusting | Place in large envelope if possible. | PEB #4 (Rev 1/97) (Paint) |
| Oil | Same as above | 1 qt. with specifications | None | Sealed bottle or metal screw top can. Sealed. | PEB # 10 (Rev 12/89) Flammables |
| Paint a. Liquid b. Solid (Paint Chips) | On outside of container. Type of material, origin, if known, date, officer's name and number. Same as above. | ¼ pint At least ½ sq. inch of flake. Entire object if small. | None Caution to obtain sample from transfer area. | Paint can or glass jar. Sealed. Pill box, paper, bindle, cellophane bag, sealed. | PEB # 10 (Rev 12/89) Flammables PEB #5 (Rev 3/99) (Paint) |
| Rope, twine, and cordage | On tag or container , type of material, date, officer's name and number. | 1 yard | Preserve hairs, fibers, skin adhering bondage cases. | Place in envelope or wrap in paper. Seal | |

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| Safe insulation or soil | On outside of container. Type of material, origin if known, date, officer's name and number. Safe manufacturer. | ½ pound | None | Place in box. Seal to prevent loss. | PEB #13 (Rev 8/89) |
| Seminal Stains | See clothing –Special preservation methods | | | | PEB # 7 (Rev 1/97) (sex cases) |
| Stained clothing | Mark directly on clothing. Officer's mark, date. Do not use red ink or red pencil. | As found | If wet when found dry by hanging. Use NO HEAT to dry. No preservatives. ** | Each article wrapped separately and identified on outside package. Place in strong package to prevent shifting. | PEB #7 (Rev 1/97) (sex cases) PEB #4 (Rev 1/97) (blood type) |
| Tools | On tool or tag with officer's mark. Sketch shape, scratches, note color | All | Put envelope or fold sheet of paper carefully over end of tool to prevent damage and loss of adhering paints, etc. | Wrap each tool separately to prevent shifting. | PEB # 5 (Rev 3/99) (Paint) |
| Tool Marks | On object or on tag attached to it. Marked on OPPOSITE end from tool marks. Officer's mark and date. | Send in too if found. Submit all items having too mark scratches. | Cover marks with soft paper and wrap with strong paper. Keep from rusting. | After marks have been protected, wrap in strong wrapping paper and place in envelope. | PEB #27 (Rev 2/84) (Toolmarks) |
| Wire | On label or tag. Type of material, date, officer's name and serial number. | 1 foot to all | If for cutter tool mark comparisons, <u>DISTINCTLY MARK</u> twist, or otherwise label the end representing your cut off end. See rope, twine above. | Wrap securely | PEB #27 (Rev 2/84) (Toolmarks) |

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|---------------------------------------|---|--------------------------------------|--|---|--|
| Wood | Officer's mark directly on wood; also label as above. | 1 foot | | Wrap securely | |
| Wood shavings and borings from auger. | Place in box. Label box as above. | All | Pack loosely to avoid breaking chips and shavings. | Loose bag or box. Seal to prevent loss. | |

** Do not allow staining material to be transferred to another garment or to a different area of the same garment.